

AGIC 2018 Conference Committee Meeting Notes
Thursday, April 19, 2018
10:00 am

In Attendance:

Kevin Blake
Robert Bush
John Danloe
Jami Dennis
Shawny Ekadis
Seth Franzman
Nicole Funicello
Teresa Gregory
Shea Lemar
Melissa McGehee
Cheryl Thurman
Gene Trobia
Steve Whitney
Troy Wiora
Brian Brady

Committee coordination and meeting operation:

- No discussion.

Action Items:

None.

Outreach Committee Report:

- No report.

Action Items:

None.

Budget:

- Venue contract – cost comparisons have been sent to the venue for review and confirmation of this year's prices.
- Need to plan for the UAS workshop –
 - Once the venue confirms the prices for this year's Food & Beverage menus, we will be able to plan for the workshop lunch.
 - It was asked if we need to block guest rooms at the hotel for Monday night, and we will inquire about that with the hotel.
- Expo company contract –
 - Need to follow up on its status

Action Items:

Steve – Send Shea the 2017 venue bill for assistance in extracting details.

Steve – Check with the meeting planners regarding how revenues were spent (e.g. venue costs) and transferred to ASLD between the 2016 and 2017 conferences.

Steve – Put together blurb for conference items to emphasize to the council, and distribute to the Committee for review.

Steve – Ask the hotel about blocking rooms on Monday night for the UAS workshop attendees.

Steve – Follow up on the expo company contract.

Venue coordination:

- No discussion.

Action items:

Steve – Talk to the venue regarding future booking dates and associated contractual obligations.

Website:

- The following items are up and running on the website –
 - Call for presentations and workshops.
 - Call for sponsorship.
 - Call for volunteer of the year.
- Registration is almost ready.
- A skeleton agenda is ready.
- Need to update the sponsors to the current year.
 - We can post sponsor logos as soon as they sign up.
 - Add John & Troy to the distribution list to be notified when a sponsor registers.
- Attendance costs have been confirmed to be correct for this year's increases.

Action Items:

Jami - Add John & Troy to the distribution list to be notified when a sponsor registers.

Agenda & speaker coordination:

- Keynote speaker has been confirmed, and we are waiting for bio before announcing.

- Wednesday lunch – The State Land commissioner will present, and potentially Ryan Johnson as well.
- Tuesday UAS workshop –
 - Not sure if they will have a lunch speaker or sponsors present.
 - Shooting to open workshop registration at the same time as the conference.
- It has been suggested that we recruit either Michael Dennis or Bill Stone to present on SPCS2020.

Action Items:

Jami/Shawny – Include the State Land Commissioner, Lisa Atkins, on the agenda/program.

All – Consider ways in which we can make the attendees more aware of UAS demos.

Exhibitor/sponsor participation:

- We have been asked if there is a discount for non-profits, e.g. APLS, which brings up past inquiries for educational groups as well.
 - From past discussions on this topic, it has been decided that we should not offer discounts to any group. The only exception to this is for sponsors who provide a direct benefit to the conference, e.g. program printing, computer lab equipment, etc.
 - A general statement that can be conveyed is –
 - The AGIC Conference Committee provides equal opportunities for sponsorship, and does not offer discounts to non-profit organizations or educational groups. Exhibitor space is limited at the conference venue, and this policy helps alleviate the logistical challenges.
 - Should this be posted to the website? -> No, and use it on a case-by-case basis.
- Current sponsors –
 - 1 gold
 - 3 bronze
- Need to contact A&E Reprographics to see if they will print this year's program again.
- We are finalizing the letter to the Council members, asking that they provide contact info for vendors that they work with.
 - Our intent is to send the letter before the May Council meeting, and then Steve will talk about it at the Council meeting.
 - Include vendors that we have already contacted, including those that we have not heard back from.
- Regarding sponsors participating in the lighting round, it was suggested that we make the choice for this mandatory (only for bronze & above sponsors).

Action Items:

Shea – Include a question on the post-conference outreach regarding what they liked and what could be improved.

Shea – Set up a meeting with John and Troy to coordinate invite (sponsor) and assistance (Council) letters.

Shea – Contact A&E Reprographics to see if they will print this year's program again.

Shea/Jami – Make the response mandatory for whether or not Bronze and above sponsors participate in the lightning round.

Materials and mail-outs:

- The conference has been posted to the following –
 - GIS Café
 - GISuser.com
 - GIS Lounge
 - URISA
 - NSGIC
- It was noted that the conference Facebook page does not have a current administrator.
 - On hold for now, but the Outreach committee is going to be working on it.
- Need to start reaching out to rural communities, and the Outreach committee is working on counties that we did not get attendees from.

Action Items:

Jami – Send out an updated conference notice.

Registration:

- No discussion.

Action Items:

None.

Maps & Apps Challenge:

- The survey developed to gather feedback on how folks would like to see the Maps & Apps Challenge be structured is ready to be posted on the website and sent out to AGIC-L.
 - Who will send the survey out?
 - Jami will send out via the conference newsletter.

- Cheryl will send out via AGIC-L.
- It was discussed where we should publish the 2017 conference attendee map, and it was decided that it would be posted to the website in the 2017 recap section.

Action Items:

Shawny/Cheryl – Send survey to Jami for posting to the website.

Cheryl – Post survey to AGIC-L.

Jami – Post the attendee maps to the website.

Awards:

- It was suggested that volunteer of the year nominations be distributed to Jim Meyer, as they are submitted via the website.

Action items:

Jami – Add Jim Meyer to the distribution list for the volunteer of the year submissions.

Printing:

- We need to reach out to A&E Reprographics regarding program printing.

Action items:

Shea – Contact A&E Repro regarding the program printing.

Computer labs:

- It was noted that we need to reach out to the TeachMeGIS folks regarding classes that they would like to teach this year.

Action items:

Steve – Contact the TeachMeGIS folks regarding classes that they would like to teach this year.

Conference program:

- No discussion.

Action items:

None.

T-shirts:

- Design concept report -> no report.

Action items:

Jennifer – Continue developing the design concept.

Attendee Packet:

- Need to follow up with Esri on whether or not they will be able to supply bags again this year.

Action Items:

Steve – Inventory supplies.

Steve – Follow up with Jon on bags.

Social Events:

- No discussion.

Action Items:

None

General:

- Need to finalize the student scholarship materials, and get them distributed.

Action Items:

Steve – Determine the breakeven point for the glasses and mugs.

Steve – Look into shuttle options.

Steve – Coordinate scholarships.